

### **Saving and E-Mailing a Completed Mediator Selection Form**

You **cannot save** a filled-out form if you are using **Adobe Reader**. To save a *completed* Mediator Selection Form, you *MUST* use [Adobe Acrobat Professional](#) or [another program or software](#) that can save the information entered on the form. The San Diego Superior Court does not warrant or guaranty any such program or software and is not responsible for any costs, damages, and/or fees associated with their use.

**To save and e-mail a completed form**, follow these instructions after completing the form:

- (1) Go to "File" on the top left-hand side of your toolbar and click on "Save As."
- (2) Choose and enter a "File name" and click "Save."
- (3) Go back to "File" and click on "Send to" and "Mail Recipient (As Attachment)..." The completed form should then appear in an e-mail as the attachment.
- (4) Remember to type [adr@sdcourt.ca.gov](mailto:adr@sdcourt.ca.gov) in the address line and *the case number and assigned judge* in the subject line.
- (5) Click "send."

**If you cannot successfully save and e-mail a completed form**, you *MUST* print a completed form and hand-deliver it to the Mediation Program Office or Civil Business Office at the appropriate court location.

For more information on fillable forms, [click here](#).